

**Health Professions Council
Finance and Resources Committee Meeting – 21 June 2007**

AUTHORISATION LIMITS UPDATE

Executive Summary and Recommendations

1. Introduction

At present we have 15 employees with Purchase Order & invoice signing limits up to £5,000 and 11 employees (mostly team administrators) with limits up to £500. The Chief Executive signs purchase orders and invoices up to £25,000. For purchase orders and invoices over £25,000, the President authorises them.

2. Decision

- **To raise the £5,000 invoice/purchase order authorisation threshold from £5000 to £8,000 and to raise the threshold from £500 to £1,000 for Team Administrators.**

- **To increase the number of signatories in Finance from one to two (give the Management Accountant a signatory limit of £1000).**

The Committee is requested to approve the proposals.

3. Background information

For many Council and Committee Members and Partners, their daily allowance claim is £300 (up from £250 last yr) and typically, the claim for expenses is around £300, thus breaching the £500 threshold. An increasing number of FTP invoices breach the £500 threshold level therefore requiring the FTP Director or FTP Manager to authorise them. With the limits change, team administrators could sign a greater number of relatively minor value ones to free up senior staff time and speed up the payment processing.

Having another member of the Finance department able to authorise invoices and purchase orders will spread the load of signing over someone other than the Finance Director. At present, all payruns, one-off supplier cheques, pension and tax returns, Finance purchase orders, Finance-billed invoices, pension payments and a range of other forms are being signed off by the Director.

Benefits include greater person cover in Finance and faster dispatch of PO's and invoice processing. The proposal is supported by EMT.

4. Resource implications

Nil

5. Financial implications

Nil

6. Background papers

Nil

7. Appendices

Nil

8. Date of paper

8th June 2007

Date
2007-06-07

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Dept/Cmte
FIN

Doc Type
PPR

Title
Authorisation Limits Update

Status
Draft
DD: None

Int. Aud.
Public
RD: None